



Monks Coppenhall Academy & Nursery

Remer Street, Crewe, Cheshire, CW1 4LY

Telephone: (01270) 814040

E-mail: admin@monkscoppenhall.cheshire.sch.uk

Principal: Mr C Leech BA (Hons), NPQH

Friday 20th September, 2024

RE: Important Communication

Dear Parents and Carers,

I hope this letter finds you well. I am writing today with an important reminder regarding the interactions between our parents, carers, and the office staff here at our academy.

Our office team works tirelessly to support the smooth running of the academy, ensuring that the needs of our children, parents, and staff are met efficiently and with care. They handle a wide range of tasks, often juggling multiple responsibilities, all in service to the children of our academy.

It has come to my attention that, on occasion, there have been interactions with our office staff that have not been in keeping with the respectful and courteous tone we all strive to maintain within our school community. I kindly ask that, moving forward, we all remain mindful of the way we communicate with one another, particularly with those who work so hard behind the scenes.

We understand that there are times when situations can be stressful or urgent, but it is important that we continue to treat each other with patience and understanding. Our office staff is here to help and will always do their best to assist you in any way they can.

I thank you in advance for your cooperation and continued support in making Monks Coppenhall Academy a positive, respectful environment for all.

Kind regards,

Mr Carl Leech